



Highland Council of Community Events

## Highland Council of Community Events (HCCE) Meeting Minutes May 23rd, 2019

**Public Special Meeting.**

**Focus: Two upcoming events Memorial Day and 4<sup>th</sup> of July Festival.**

**Called to Order Time:** 7:04 p.m. **Called to Order By:** President, Chris Kornaus.

**HCCE Members Present:** DeAnna Kornaus, Elmo Parlor, Dean Smith, Brandon Wolak, Erica Wolak, Liz Al-Akel, and Liz Breslin

**Sub-Committee Members:** Jackie Herrera

### **HCCE Officers Present & Absent:**

President-	Chris Kornaus	Vice-president	-John Breslin
Financial VP-	Dawn Wolak (absent)	Secretary-	Kristen Smith

**Liaisons Present:** Parks & Recreation- Alex Brown  
Town Council- Mark Herak

**Guests Volunteers, & Contractors:** Tom Lounges, Mark Schocke (resident), Diane Rumbus (resident and food vendor)

### **Committee Review and Actions for Memorial Day and 4<sup>th</sup> of July Fest:**

**Memorial Day** (May 27<sup>th</sup>, 2019 -10am) – Erica / Jack / Christine

Erica Wolak updated the following: American Legion participation- confirmed, Boy Scouts confirmed. Michael Griffin confirmed for benediction, Tom Lounges confirmed for sound check. Highland High School ReMarkables confirmed (sound check at 9am). Speakers confirmed, Elks lodge confirmed. Waiting on VFW confirmation.

Parks and Rec will be there before 9am so sound check can be completed.

Erica Wolak was provided the printed programs and flags for hand out.

**Action: Liz Breslin** to pick up wreath at Williams Florist

**Action: Erica Wolak** to pick up water and ice.

**Action: Liz Breslin and Jackie Herrera** to be at Main Square at 9am to help hand out flags and programs

**Publicity** (Independence Festival July 3<sup>rd</sup>-July 7th) – Dean / Erica/Tori / Liz A.

Liz Al-Akel presented updated proposal quote for festival fliers from the NWI Times.

**Highland Council of Community Events - 4<sup>th</sup> of July Festival Flier Proposal**  
**NWI Times Print, Direct Distribution, Extra Hard Copy Hand-outs**

**Details**

- Document Size: 8.1/2 x11
- Double Sided, Full 4-Color Print, Gloss Paper
- Design completed and ready for submission.
- Direct Distribution to : Highland, Griffith, and Munster (28,978 households)
- Wednesday Ad Flier direct to every home using NWI Times distribution power
- Wednesday June 26<sup>th</sup> (one week prior to event)
- NWI Times website "impressions" search engines will allow 30,000 hits to view our Flyer
- Additional hard copies (1,200) for HCCE to hand out at festival



**Costs**

<b>Option 1</b> Print, and distribution to Highland, Griffith and Munster (28,978)	<b>\$1,225.00</b>
Additional (1,200 copies) for hand out at fest	<b>\$ 50.00</b>
Design Costs	\$ 0
NWI Time website "impressions"	\$ 0
8 Business Card Ads sold for back-side of flier	-\$800.00
<b>Total Costs for HCCE</b>	<b>\$475.00</b>
<i>Original Estimate \$1309</i>	
<b>Option 2</b> Print, and distribution to Highland and all the rest above (10,583)	<b>\$846.00</b>
Bringing the total overall cost down to \$ 96.00 for option 2 distribution	<b>\$50.00</b>
	-\$800.00
<b>Total Costs for HCCE</b>	<b>\$96.00</b>

Updated versions of the flier were presented by Liz Al-Akel. A few additions were proposed:

1. Add disclaimer that entertainment lineup is subject to change.
2. Last Call for food signage to be added on back side of current food vendor Sever weather warning so they can post the Last Call near the end f each evening.

No other proposals were presented.

Motion to accept NIW Times Proposal was made.

Motion: Liz Breslin      Second: Dean Smith      Vote: Passed

**Twilight Parade** ( July 3<sup>rd</sup> Line up 4:30-5:30 Parade kicks off @6:30pm) **Kristen/DeAnna/Christine/Chris/Elmo**

**Action: Kristen Smith**

- Order judges, emcee, and Grand Marshall gifts
- Finalize banners for Parade Judges and Grand Marshall
- Design and Print 2019 parking passes for HCCE and Entertainment.
- Update check in point maps for distribution to participants

**Action: Liz Breslin**- to confirm judges names and Ranks for banner

**Action: Chris Kornaus** to ask Chief Timmer if he can bring the judges to the start of the parade on a fire truck.

**Action: Chris Kornaus** to select and order awards for 2019 Parade. Last year we had 2 categories (Spirit Award) and (Patriotic Award). We have out 3 awards in each category . Total 6. We have used Crown Awards in the past.

**Action: DeAnna Kornaus** please reach out to Konnie Kuiper to see if we can use golf carts and a car for the Parade Marshall.

**Action: DeAnna Kornaus** to submit completed permit at Highland Administration building for permit to use Merkley School bathrooms. Contact: Lucy Hodge (219) 924-7400 (Ext. 7320)

**Action: Dean Smith** to confirm via email with Krooswyk about flatbed truck for judges stand. Mark Herak text, and they said they can assist again this year. Be sure they know Highway Ave. closes at 4pm. We need the truck there before 2pm please.

**Action: Elmo Parlor** to ensure judges stand is decorated, tables set up, table cloths on, and Alex's (Emcee) talk track is at his podium, and Judges have scoring books, and pens.

### **Guest Question Regarding Parade Rule.**

Mark Schocke , who is running for Highland Town Council asked that we considering changing the rule regarding political advertising

The rule currently states:

- Not allowed- political advertising “vote”, “elect”, “nominate”, “retain” “for” etc.

Mr. Schocke did apply online and did acknowledge this rule at the time of application (2019-05-06 14:49:11)

Mr. Schocke mentioned he had been in contact with Rhett Tauber and was waiting to hear back regarding the decision from the Town Council.

He stated he researched the law and it states “Governmental entities cannot restrict Freedom of Speech”

**Action: Kristen Smith** will email Michael Griffin outlining the requests from Mr. Schocke and ask Michael to approach the Town Council for their decision.

If it is to be changed, HCCE will need to do so on the application form ASAP. And, we need to let all currently registered applicants know of the change so that all parties have equal time to prepare if they want to change their shirts, giveaways, etc.

### **Kiddie Parade** (Independence Festival July 7<sup>th</sup> 12:45) – Erica /Christine/Chris

**Action: Chris Kornaus** to order giveaway item decided on by Kiddie Parade Committee

**Action: Kristen Smith** to design and print 5 Golden Tickets for Kiddie Parade.

### **Entertainment** (Independence Festival July 3<sup>rd</sup>-July 7th) – Tom Lounges

Tom Lounges update: Tom has submitted and sent a copy of his Certificates of Insurance.

**\*\*Tom Lounges will not be able to attend 7/13/2019 meeting**

**Action: Tom Lounges** to review the line up on the proposed flier and let Liz Al-Akel and Kristen Smith know of any change /updates that need to be made.

**Action: Kristen Smith** Print both Main Parking Lot and Church Parking lot passes for entertainment and bring to next meeting for Tom Lounges.

**Action: Erica Wolak** to contact the Boy Scouts doing Memorial Day to see if they could also do presentation of colors on the 4<sup>th</sup> of July before the first band performs.

**Action: Kristen Smith** to start a Thank You/talk track needs email to all members for Tom Lounges to use to Thank Sponsors, donations, and help for the Festival. Reply to all to be used to keep the chain open.

### **Food Trailers** (Independence Festival July 3<sup>rd</sup>-July 7th) – Dawn Wolak

No Update

### **Food Tents** (Independence Festival July 3<sup>rd</sup>-July 7th) – Liz Breslin/Kristen Smith

No Update

**Arts & Crafts** (Independence Festival July 3<sup>rd</sup>-July7th) – Erica / DeAnna / Adam

Erica Wolak updated- 7 applications received to date. June 28<sup>th</sup> is the final date for applications and proof of insurance to be submitted.

**Fireworks** (July 4<sup>th</sup> – Rain Date 7/5) – Liz B / John/Chris

No update

**Grounds** (Independence Festival July 3<sup>rd</sup>-July 7th) – Chris/John/Dean/Brandon

**Action: Chris Kornaus** to check HCCE email for information on pricing from The Corporate Thread in Highland for T-Shirts.

**Action: Dean Smith** to check and see if tent proposed by Chris Kornaus is still available at Costco. If so, approval to purchase was given.

**Security** (Independence Festival July 3<sup>rd</sup>-July 7th) – Bernie Zemen / Chief Hojnicky / Dean/John

**Action: Kristen Smith** to provide Public Works Map of barrels and no parking cones to John Bach, Public Works Director, jbach@highland.in.gov

**Motion to adjourn Meeting 8:30 pm**

Motion: DeAnna Kornaus    Second: Brandon Wolak    Vote: Passed

**Next HCCE Meeting:** We have 2 meetings scheduled for June to finalize preparation for the fest.

**Thursday, June 13<sup>th</sup> 7pm**

**Thursday, June 27<sup>th</sup> 7pm**

**Respectfully Submitted:** Kristen Smith, Secretary

2019 Festival Dates	Day	Festival Hours	Event	Wristband Hours	Stop Selling Times** (Food Trailers & Tents)
July 3rd	Wednesday	5pm-11pm	Twilight Parade	5pm-10pm	10:45pm
July 4th	Thursday	1pm-11pm	Fireworks	1pm-5pm	10:45pm
July 5th	Friday	5pm-11pm		5pm-10pm	10:45pm
July 6th	Saturday	1pm-11pm		1pm-5pm	10:45pm
July 7th	Sunday	1pm-9pm	Kiddie Parade	1pm-5pm and 6pm-9pm	8:45pm